

U.S. Fish and Wildlife Service  
National Conservation Training Center  
Information Technology and Registrar (ITR)  
Rt. 1, Box 166 Shepherdstown, WV 25443  
Phone: 304-876-7220 Fax: 304-876-7260  
Website: [training.fws.gov](http://training.fws.gov)  
Email: [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)

## EVENT APPLICATION

(Revised 11/02)

Office Use Only  
Facilities Approved

Please complete each section, including billing, and email to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov) or fax to 304-876-7260. ***We are unable to process incomplete applications. Applications will not be accepted less than 30 days prior to an event.*** If the requested information does not apply to your event, please mark that section as N/A.

### 1. Event Information

Current Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Sponsoring Agency/Org: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Agenda *(Please separately provide a thorough, day-to-day agenda)*

Check-in Date: \_\_\_\_\_ Check-in time is between 1 pm & 9 pm, checkout time is until 12pm.

Event Start Date: \_\_\_\_\_ Daily Start/End Times: \_\_\_\_\_ to \_\_\_\_\_

Event End Date: \_\_\_\_\_ Time Event Starts on First Day \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Time Event Ends on Last Day \_\_\_\_\_

### 3. Participants *(Please separately provide a list of participant names and affiliation)*

Number of Requested Onsite Lodging Rooms: \_\_\_\_\_ Total Participants Expected: \_\_\_\_\_

**(Please include your instructors and facilitators in your requested room block.)**

Number of Participants Staying Offsite: \_\_\_\_\_ Number of Participants Commuting: \_\_\_\_\_

**(Offsite lodging, directions, and map information may be obtained from our website at [training.fws.gov](http://training.fws.gov))**

### 4. Break/M meal Schedule

**Breakfast** is served from 6:30-8:30 am

**Lunch Break:** *(between 11:30 am - 1:00 pm)* \_\_\_\_\_ please note time

**Dinner** is served from 5:30-7:00 pm

**Break Service:** Break service is provided as part of your facility rental *(Check one each for morning and afternoon.)*

**Morning Breaks:** \_\_\_ 9:30-10:00 OR \_\_\_ 10:00-10:30

**Afternoon Breaks:** \_\_\_ 2:00-2:30 OR \_\_\_ 2:30-3:00

## 5. Meals and Lodging

Participants who lodge onsite must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of checkout. Guests who lodge offsite or commute may elect to take their meals a la carte or purchase a lunch pass. **Offsite groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change.)

### Meal & Lodging Package Rates for Onsite Participants:

FWS - \$78.00/person/day BLM/NPS Partners - \$84.00/person/day All Others - \$115.00/person/day

### Lunch for Offsite & Commuter Participants:

#\_\_\_\_\_ People for #\_\_\_\_\_ Days

Do you require a bagged meal? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please submit Bag Breakfast and Lunch Order Form.

## 6. Catering (Please see the NCTC Catering Guide and Order Form for prices and policies)

Will you be requesting special catering such as socials, dinners, or picnics? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please submit Catering Order Form *no later than 14 days prior to the start of the event.*

## 7. Facility Rental

Please see below for standard amenities in each classroom. Please note: "Other" setups may incur a \$100 set-up fee; the cost will be billed to the sponsoring agency/organization. **Please provide a diagram for "Other" setup requests.** (Note: Rates subject to change.)

Facility	# of Days 1 Day Fee	5 Day Fee	Set Up (Circle One)
24-Seat Class	____ \$333	\$1,500	Y, Theatre, Chevron, Standard, Other _____
25-Seat Rounds	____ \$333	\$1,500	Other _____
36-Seat Class	____ \$446	\$2,007	Y, Theatre, Chevron, Standard, Other _____
45-Seat Class	____ \$567	\$2,552	Y, Theatre, Chevron, Standard, Other _____
Tiered 24-Seat Class	____ \$333	\$1,500	Tiered Only
Tiered/U Shape 36-Seat Class	____ \$446	\$2,007	Tiered Only
Tiered 60-Seat Class	____ \$567	\$2,552	Tiered Only
8-Seat Seminar Room	____ \$158	\$713	\$35.00 when accompanied by classroom rental
14-Seat Seminar Room	____ \$200	\$899	
20-Seat Seminar Room	____ \$252	\$1,133	
Video Conferencing Room	____ \$252	\$1,133	____ #hours Video Conferencing (\$50/1st Hour, \$10/each add'l)
Auditorium (250-Seats)	____ \$950	\$4,464	
Auditorium (half day)	____ \$665		
Computer Lab	____ \$1,037	\$4,669	(Complete Computer Lab Request)
GIS Computer Lab (18-Seat)	____ \$1,037	\$4,669	(Complete Computer Lab Request)
Aquatic Resources lab G21L	____ \$566	\$2,547	(Complete Science Lab Request)
Biomedical Lab 121L	____ \$587	\$2,641	(Complete Science Lab Request)
Biology Lab (fixed stations) 217L	____ \$533	\$2,454	(Complete Science Lab Request)
Biology Lab (moveable stations) 218L	____ \$387	\$1,743	(Complete Science Lab Request)
Roosevelt Room		Lounge _____ \$100	
Gymnasium		Dining Hall Meeting _____ \$100	

## 8. Audiovisual and Logistical Setups/Services

### A Classroom Standard setup includes:

- Rectangular tables	- Instructor table	- Dry-erase whiteboard
- Overhead projector on stand	- Two easel flipcharts on stands	- TV/VHS/VCR
- Desktop computer connected to classroom projection system	- Size-80 carousel slide projector	- Lectern
- Computer-ready rear-screen video projection system	- Internet connectivity - please notify of need	- High-back student chairs

### A Seminar Room Standard setup includes:

- Oval table	- Dry erase whiteboard	- High-back student chairs
- One easel flipchart on stand	- Does not include AV equipment	

\*Event sponsors can be held fiscally responsible for any requested electronic equipment should it be damaged, lost or stolen.

The standard setup equipment use cost is covered in the facility rental fee. Auditorium and 36-seat classrooms also include size-80 carousel dual-slide projectors.

*If you require additional AV classroom equipment or service beyond the standard setups described, please check below.*

(Note: Rates subject to change.)

___ Easel Charts	___ Wireless Microphone (\$20)	___ Video Conferencing (\$50/1 <sup>st</sup> hr, \$10/ea hour additional)
___ Overhead Projector	___ Video Camera/Tripod (\$20)	___ Audio Conferencing
___ LCD/Video Projector	___ Portable PA System (\$50)	___ Internet Access
___ TV/VCR/Stand	___ Class Photo (\$2 ea)	___ Weekend/Eve AV Assist (\$50/hr)
___ Slide Projector	___ Interpreter /Facilitator (\$40/hr)	___ Laser Pointer
___ Security (\$35/hr)	___ Portable Screen	___ Computer Disks (\$10/bx)
___ Amplified Headset	___ Videotaping (\$50/hr)	
___ Video Cassette (\$5 ea)	___ Audio Cassette (\$5 ea)/Recorder (\$10 ea)	
___ Staffed Registration Table (\$50/hr)		
___ 6' Registration Table(s)	Circle Location: Main Entry, Commons,	
___ Display Table(s)	Circle Location: Main Entry, Commons, Instructional East, Instructional West	
___ Coffee Break/Person @ Alternate Location (\$5)		
___ Late Afternoon Break @ 3pm or 3:30pm (\$50)		

## 9. Shuttle

If you or your participants desire standard shuttle service, contact **Hotel Reservations** on 304-876-7900 or **1-877-706-NCTC** *no later than 14 days prior to the start of the event.* Office hours are M-F, 8am-6pm.

The fax number is 304-876-7910 and the TTY is 304-876-7201.

### Standard Shuttle Schedule:

#### Sunday or Monday Federal Holiday Arrivals:

- Depart Dulles at 1pm, arrive NCTC at 3pm
- Depart Dulles at 4pm, arrive NCTC at 6pm
- Depart Dulles at 7pm, arrive NCTC at 9pm

#### Friday Departures:

- Depart NCTC at 1:30pm, arrive Dulles at 3:30pm
- Depart NCTC at 4:30pm, arrive Dulles at 6:30pm

The one-time fee of \$45.00 secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Will your participants require use of a non standard shuttle? \_\_\_\_Yes \_\_\_\_No

**Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests:** Special shuttles, field trips, etc. are arranged on a limited basis and only by special request provided they are billed to the sponsoring agency/organization. The fee is \$90/hour with a 4-hour minimum charge of (\$360.00). If you desire these services, contact the Registrar on 304-876-7220.

**Shuttle Cancellation Policy:** All participants, including FWS and partner employees, must cancel their shuttle reservations *no later than 48 hours prior to the start of the event.* Otherwise, the credit card used by the participant to guarantee their room reservation or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. (Note: Rates subject to change.)

## 10. Attire/Directions

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Maps/directions are provided upon request.

**11. Billing/Payment Method**

Event Code: \_\_\_\_\_

Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement, Purchase Order (PO), OPAC billing, FWS transfer, NCTC transfer, check or credit card. Other agencies/organizations must pay via check or credit card.

Our standard payment method requires your agency/organization to pay for facility rental costs only and participants to pay upon checkout for lodging, meals, shuttle and incidentals.

Will your agency/company pay for facility rental costs *as well as* selected participant expenses? \_\_\_\_Yes \_\_\_\_No  
Master Bill: \_\_\_\_meals/lodging \_\_\_\_offsite guest meals at NCTC \_\_\_\_shuttle \_\_\_\_incidentals

**Billing Method (check one):**

\_\_\_\_Purchase Order (must receive 30 days **PRIOR** to start of event) TAX ID #: \_\_\_\_\_  
\_\_\_\_Interagency Agreement/OPAC Transfer-Agency Location Code: \_\_\_\_\_ Acct #: \_\_\_\_\_  
\_\_\_\_FWS Transfer Acct #: \_\_\_\_\_  
\_\_\_\_NCTC Transfer Acct #: \_\_\_\_\_  
\_\_\_\_Charge to NCTC Division of Facilities Operations Account (**Internal use only.**)  
\_\_\_\_Check  
\_\_\_\_Credit Card Cardholder Name: \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MUST HAVE BILLING CONTACT TO PROCESS EVENT APPLICATION**

Billing Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**12. NCTC Cancellation/Billing Policies**

**Event or Classroom/Facility Cancellation Policy:** NCTC must be notified in writing in cases where an entire contracted event is canceled. Clients, including FWS Service employees, who cancel their entire event, drop a significant portion of their lodging block, or drop classrooms, agree to pay lost facility rental revenue. Penalty fees are assessed between either the check-in or start date and the date of cancellation as follows: 30-60 days - **25%** 15-29 days - **50%** 14 days or less - **100%**

Classroom penalties are based on the classroom rental fee. A participant or organization may substitute another individual at any time to avoid a lodging cancellation penalty. Lodging penalties are based on the following room night costs: \$42/day for FWS employees, \$48/day for BLM and NPS employees, and \$79/day for all others. (Note: Rates subject to change.)

**Individual Cancellation Policy:** If a participant cancels their room guarantee 14 days or less prior to the event check-in date, then the individual and/or sponsoring agency will be billed 100% of the room night cost.

**Guestroom Blocks:** An organization holds a reserved room block when onsite lodging rooms are contracted. The Event Coordinator is responsible for submitting a final Participant List no later than thirty days prior to the start of the event to prevent becoming subject to loss of a room block. A Participant List contains each attendee's full name, affiliation, lodging designation (onsite, offsite, or commuter), lodging/attendance dates, and daily meal counts for offsite/commuter attendees. After the Participant List is submitted; individual participants, including instructors, facilitators, interpreters, and speakers, must call Hotel Reservations at 304-876-7900 to guarantee their room by credit card.

\_\_\_\_\_  
Event Coordinator Name (please print)\_\_\_\_\_  
Event Coordinator Title (please print)\_\_\_\_\_  
Event Coordinator Signature\_\_\_\_\_  
Signature Date